

Internship Guidelines – Health and Medical Sciences Academy



Mentor Responsibilities:

I. Hours

Interns are required to work a minimum of 120 hours/academic year. They should report to their site 2Xs per week for 90 minutes each visit. There will be exceptions to this for some sites. Mentors may be asked to vouch for hours at the completion of placement.

II. Guidelines for Students - students are expected to:

- Act in a professional and ethical manner. For example:
 - Dress appropriately. (If you question your dress for the day, change!)
 - Follow through on your commitments.
 - Do not conduct personal business during internship hours.
 - **Be prompt and reliable.**
 - Give your best effort at all times.
- Be positive and supportive.
- Be observant; note how employees organize their ideas and respond to and ask questions.
- Be assertive and share your ideas in an appropriate and tactful manner. Show your interest in the work.
- Seek feedback and be willing to accept constructive suggestions. Work to improve your skills and grow professionally.

III. Learning Objectives

As a part of your internship, student will consult with you, their mentor, to formulate learning objectives. Several sites allow students to shadow various mentors in order to expose students to various career opportunities. Some sites place the student with the same mentor each time and they work together. The goal of the internship program is to allow students to learn through hands-on experiences, first hand exposure to the field of medicine and/or research, and the opportunity to work closely with an individual that knows what educational goals these students should set in order to work in careers that are similar to that of the mentor. (Note: some students may ask for a letter of recommendation for college.)

IV. Keeping In Touch

Mentors are not required to keep in touch weekly with Lauren Williamson, Coordinator of the Health and Medical Sciences Academy Internships, but you are welcome to reach out to me if you have any questions and/or concerns.

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